



BIATHLON ONTARIO

FINANCIAL MANAGEMENT POLICY and PROCEDURES

Preamble

Biathlon Ontario (BiOn) needs to clearly define policies and procedures to manage its financial activities and its provision of financial support for specified purposes.

Where any other BiOn policy, such as the Travel Policy for Races and Camps, the Policy for Support of Coaching Development, the Risk Management Policy, or the Event Hosting Policy conflicts with this Financial Management Policy, the policy specific to the expense shall prevail. Any variation from the provisions of Biathlon Ontario's policies must be approved in advance by the Board of Directors of Biathlon Ontario (the Board).

The Fiscal Year for BiOn runs from May 1 to April 30.

The Membership Year for BiOn runs from September 1 to August 31, to coincide with that of Biathlon Canada.

Any cheques paid to BiOn must be made ***payable to BIATHLON ONTARIO***.

Risk Management –

As the National Sport Organization that governs biathlon in Canada, Biathlon Canada maintains an insurance policy on behalf of the directors, members, volunteers and sponsors of Biathlon Canada, its member divisions, and the member clubs of the divisions (provinces). The coverage in force is a Third Party Sports Liability Policy that includes Directors' and Officers' Errors and Omissions coverage. In accordance with Biathlon Canada's membership requirements, all members of Ontario Biathlon Clubs must be members of Biathlon Canada. In addition, to protect BiOn's liability exposure, the insurance policy on any vehicle used for BiOn travel must provide at least \$1 million third party liability (PLPD) insurance coverage.

It is the responsibility of all Biathlon Ontario Member Clubs to ensure that they and their members are protected by being current Biathlon Ontario and Canada members. BiOn member clubs must provide a list of their members to the BiOn Member and Clubs Relations Vice-President for confirmation of membership. All aspects of BiOn Risk Management are detailed in the Risk Management Policy.

Grants –

No Grant Applications are to be submitted without Board approval, and no contracts for grants, subsidies, or sponsorships shall be signed without the Board approving and understanding the Terms and Conditions of the Contract. Receipts and accurate records MUST be kept to substantiate all expenditures related to any grants, subsidies, or sponsorships received from funding organizations, and reports must be submitted in a timely manner.

Contracts -

All BiOn Member Clubs must sign the Biathlon Ontario Club Commitment Contract.

All BiOn members, whether club or individual, who have in their possession BiOn equipment for their use, must sign an Equipment Use Contract agreeing to the proper care and maintenance of the equipment. Any damage to the equipment, other than reasonable wear, is to be repaired at the expense of the member.

Financial Reporting-

The financial position of BiOn shall be reported to the Board monthly, and will include a statement of revenue, expenditures and bank balance, and a detailed listing of cheques issued. At the end of the fiscal year, a full statement including Balance Sheet, Statement of Income and Expenditures, and Cash Flows Statement shall be reported to the Board prior to the AGM.

Budgets -

An annual Budget is to be prepared by the Treasurer and approved by the Board prior to the start of each fiscal year. This budget is to be presented to the BiOn membership at the AGM as part of the Treasurer's Report.

A Budget is to be provided for each activity/event planned by the BiOn Board or its Committees, and submitted to the Board for approval at least one (1) month prior to the date of the activity/event.

Registration costs for each training camp are expected to cover all the related costs of the camp, so that there is no deficit incurred.

Registration fees for all training camps must be received by the Treasurer prior to the start of the camp.

Each athlete is required to pay a deposit in advance of a camp or race in an amount equal to the estimate of their share of any accommodations or travel costs arranged and paid by BiOn. Similarly any accompanying persons who are part of BiOn arrangements, will be expected to pay a deposit for their share.

Each athlete will be required to pay in advance of a race a deposit equal to an estimate of his share of coaching and race support costs.

Disbursement of Funds –

The Treasurer shall be authorized to make any disbursements for any purpose up to \$200. with no specific approval of the Board or Executive.

Disbursements in excess of \$200, provided that the general expenditure was included within the annual budget, shall be approved by a resolution of the Executive and recorded with the minutes of the Executive.

Disbursements in excess of \$200 for expenditures that were not previously budgeted, must be approved by a resolution of the Board and recorded with the minutes of the Board.

BiOn requires that all supplies, equipment and services with an estimated cost of over \$1000 shall be purchased through a competitive process that ensures the best value for funds expended.

Professional fees, such as Accounting or Legal, are exempt from this requirement.

Subsidization of BiOn related Costs-

1. This provision applies to such situations as travel by BiOn Board members or committee members ***upon Board request and approval***, to specially-called meetings of the Board (i.e., planning sessions, etc.); authorized travel to meet with Ministry officials; the President's travel to Biathlon Canada AGM or other required meetings; or travel by club members to attend Officials' courses (level "advanced silver" and up) as outlined in the section following on "NCCP Coaching and Officials Certification".

When possible, BiOn will attempt to schedule Board and Membership meetings in conjunction with training camps or races, so that travel costs may be minimized.

2. Compensation for the use of a personal vehicle for BiOn travel will be paid at the rate of thirty (30) cents per kilometer to the owner/driver of the vehicle. Because of BiOn's limited funds, participants will be expected to travel together whenever possible. When participants travel with others to an event scheduled in conjunction with the meeting, the others are expected to share the costs of travel equally with the driver, and the driver's compensation will then be similarly pro-rated.

3. Accommodations costs must receive prior approval of the Board.

4. Meal costs for travel will be paid based on itemized receipts, up to a maximum of \$40 per day, paid as \$10 for Breakfast, \$12 for Lunch, and \$18 for dinner when partial days apply. When any meals are provided as part of a conference, meeting, etc., the daily maximum may be adjusted to reflect this.

5. Requests for reimbursement of the above-outlined expenses must be submitted to the BiOn Treasurer, on the approved from with all required receipts, within 14 days of the completion of travel.

Coaching Costs-

Coaching fees will be paid for camps and races in accordance with the Salary Grid (attached schedule 1).

When traveling away from home for camps and races, coaches will be paid a per diem rate of \$40 for meals, paid as \$10 for Breakfast, \$12 for Lunch, and \$18 for Dinner when partial days apply. If meals are arranged or provided as part of an event, the per diem rate will be adjusted to reflect this.

Compensation for the use of a personal vehicle and for accommodations will be paid as outlined in the section above, "Subsidization of BiOn related costs, #2 and 3".

Coach costs for races will be charged to participants in accordance with the Travel Policy for Races and Camps.

NCCP Coaching and Officials Certification -

All coaching and officials certification is governed and provided under the auspices of Biathlon Canada.

Policies to support Coaching Development and Certification are covered under a separate "Policy for Support of Coaching Development".

BiOn supports **officials' course** costs based on shared funding as outlined below. Participants must provide notice in writing, to the Officials Development coordinator, of their intent to participate in an officials' course relevant to their Club (Bronze level) and to BiOn (Silver and up, including specialty levels).

a) Entry Level Bronze Badge costs are to be born by the participant and/or their club, with no BiOn financial support.

b) Advanced Level Silver Badge costs are to be born on a shared basis of one-third (1/3) each between the individual, the club, and BiOn.

c) Leader Gold Badge and specialty qualifications, Technical Delegate and Instructor level and up, costs are to be born on a shared basis of one-half (1/2) each between the individual and BiOn.

This financial support also applies to travel and related costs associated with taking courses, in accordance with the section above, "Subsidization of BiOn related Costs"

November 1, 2009

SCHEDULE 1

**Biathlon Ontario Salary Grid for Coaches
Effective December 1, 2009**

Level of Certification	in-home-town Coach Fee	out-of-town Coach Fee	Travel-only day if over 4hours one way
Level 1 (Gold) (only if head coach)	\$75/day	\$100/day	nil
Level 2	\$125/day	\$150/day	\$75/day
Level 3	\$150/day	\$175/day	\$85/day